

NightGlass

MEDIA GROUP

GENERAL SERVICES ADMINISTRATION

FEDERAL ACQUISITION SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system.

The INTERNET address for GSA Advantage! is <http://www.gsaadvantage.gov>

CONTRACT NUMBER(S):

GS-07F-0276Y:

SIN 541-4B/4BRC Video/Film Production

GS-07F-0277Y (Small Business Set-Aside Contract):

SIN 541-3/3RC Web Based Marketing Services

SCHEDULE TITLE:

Advertising and Integrated Marketing Solutions

FSC Group: R701

GENERAL INFORMATION

CONTRACT NUMBER(S):

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SCHEDULE TITLE:

Advertising and Integrated Marketing Solutions

FSC Group: R701

CONTRACT PERIOD:

March 1, 2012 to February 28, 2017

CONTRACTOR:

NightGlass Media Group, Inc.

4450 Peachtree Lakes Drive

Suite 100

Duluth, GA

30096-3090

www.nightglass.com

CONTRACTOR'S ADMINISTRATION SOURCE:

Claudia Sexton, Director of Client Services

678-405-0066

678-405-0070 (Fax)

claudia@nightglass.com

BUSINESS SIZE:

Small Business

SOCIOECONOMIC INDICATORS:

Small, Woman Owned Small Business

NightGlass Media Group, Inc. participates in GSA's Disaster Recovery program.

GENERAL INFORMATION

NightGlass Media Group, Inc. is a video production and web design company with over 50 years of combined industry experience. We are a Woman Owned Small Business (WOSB) that specializes in new and dynamic media as well as interactive design, video training, innovative web design, trade show videos, video newsletters, and authoring for DVDs.

We have a team of experts and personalized strategies to guide our clients from initial concept through distribution and across the maze of production and post production options, media choices and deliverables.

Our creative menu of services includes the following:

- Studio and On-Location HD/SD Video Production
- Audio & Video for the Web
- Video Editing & Post Production
- Motion Graphic Design
- Interactive DVD Design & Authoring
- Innovative Web Design and Development
- Scriptwriting
- Podcasting
- Creative Consulting & Brainstorming

We have led the way in our field, embracing new technology and combining it with our understanding of business. These assets work well with our relentless efforts to create more effective ways for organizations to tell their story and promote their products through the web and other forms of electronic media.

NightGlass has received over 15 international video and television awards, two Emmy nominations, and a CableAce Award, which reflect our powerful force in media production. Over our many years in business, we have been privileged to partner with AGCO, INVISTA, Audatex, Coca-Cola, Afterburner, Inc., Living on the Edge, Dr. John C. Maxwell, TNT, A&E, ESPN, Turner Classic Movies, Cartoon Network, Atlanta Falcons and Old Edwards Inn and Spa.

Let our team of true professionals demonstrate how effective, quality video production and new advances in web design can create positive growth results for your company and communicate your message in ways that are not only memorable but become a catalyst for action.

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CONTRACTOR INFORMATION

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
GS-07F-0276Y:	541-4B/4BRC Video/Film Production
GS-07F-0277Y: (Small Business Set-Aside)	541-3/3RC Web Based Marketing Services

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

(Government net price based on a unit of one)

SIN	MODEL	PRICE
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No product offerings for this contract

1c. GSA OFFERED PRICE (with IFF)

Hourly Rates

Project Manager	\$95.72
Editor	\$143.58
Graphic Designer	\$119.65
Web Developer	\$86.15
Audio Engineer	\$119.65

Daily Rates

Director	\$574.31
Scriptwriter	\$478.59
Videographer	\$478.59
Audio Tech	\$430.73
Lighting Director	\$478.59
Grip	\$382.87
Production Assistant	\$335.01
Teleprompter Operator	\$741.81
Basic Set Designer	\$574.31
Make Up and Stylist	\$765.74
Jib Operator	\$550.38
Insert Studio with Green Screen Backdrop	\$813.60
One Man Video Crew with Equipment	\$813.60

CONTRACTOR INFORMATION

1d. LABOR CATEGORIES

Project Manager

Description: Supervises project team in scheduling, accounting and task development. Schedule and manage the assets among the production team. Develops procedures for the production process and ensures deadlines and schedules are met at each stage. Prepares all forms and requests necessary for external and internal review of projects. Prepares status reports. Manages overall budget.

Education Requirements: Bachelor's degree in Telecommunications, Communications, Business or related field.

Minimum Experience: 3 - 5 years experience as a project or production manager.

Editor

Description: Responsible for assembling raw material into a finished product. Combines raw camera footage, dialogue, sound effects, graphics and special effects to determine the quality and delivery of the final product. Works closely with the director to achieve the desired end result.

Education Requirements: Associates Degree or Technical School in related field.

Minimum Experience: 4 years post-production experience.

Graphic Designer

Description: Works with client and director to create and implement design concepts for both video and web. Integrates design in all aspects of projects. Provides editor with appropriate assets for each project. Possesses ability to program DVD authoring.

Education Requirements: Associates Degree or Technical School in related field.

Minimum Experience: 3 - 5 years experience as a graphic designer.

Web Developer

Description: Programs websites ensuring strong optimization and functionality. Assists in the planning of overall company policy regarding search engine optimization and web development. Monitors site technical performance and web server. Works on projects including web layout enhancements, website enhancements, web-based applications, and database-backed websites. Codes web pages utilizing CSS and XHTML. Analyzes, reviews and modifies web systems by designing, maintaining, documenting, testing, developing and monitoring.

Education Requirements: Associates Degree or Technical School in related field.

Minimum Experience: 2-3 years experience as a web developer and multimedia design.

Audio Engineer

Description: Responsible for recording quality voice and audio in a recording studio.

Education Requirements: Associates Degree or Technical School in related field.

Minimum Experience: 2 years experience as audio engineer and recordist.

CONTRACTOR INFORMATION

1d. LABOR CATEGORIES (continued)

Director

Description: Responsible for communicating the script through the direction of the cast and crew. Works with the client and producer to create an effective project style.

Education Requirement: Bachelor's Degree in Communications, Telecommunications or related field.

Minimum Experience: 5 years experience as a director.

Scriptwriter

Description: Develops creative scripts to communicate appropriate information to the viewing audience.

Education Requirement: Bachelor's Degree in English, Communications, Telecommunications or related field.

Minimum Requirement: 5 years experience as a scriptwriter.

Videographer

Description: Works with the director to provide the desired visual images to communicate the message of the project. Proficiently skilled with applicable techniques and equipment.

Education Requirement: Associates Degree or Technical School in related field.

Minimum Experience: 3 years experience as a videographer.

Audio Tech

Description: Responsible for gathering high quality audio during both location and studio shoots. Proficient with all recording techniques for both on-camera and voice over talents Provides expertise in sound gathering, recording techniques and equipment.

Education Requirement: Associates Degree or Technical School in related field.

Minimum Experience: 2 years experience as audio tech.

Lighting Director

Description: Works with director and videographer to provide appropriate lighting for the video. Provides expertise in both location and studio lighting instruments to provide the desired look and features.

Education Requirement: Associates Degree or Technical School in related field.

Minimum Experience: 2 years experience with both studio and location lighting.

Grip

Description: Assists with lighting and electrical needs. Knowledgeable about all aspects of the production process.

Education Requirement: High School Diploma or equivalent.

Minimum Experience: 2 years related experience.

CONTRACTOR INFORMATION

1d. LABOR CATEGORIES (continued)

Production Assistant

Description: Assist Producers, Directors, and others as required. Familiar with all aspects of video production and post production. Assists producers/directors with administrative and some technical duties.

Education Requirement: High School Diploma or equivalent.

Minimum Experience: 1 year related experience.

Teleprompter Operator

Description: Responsible for operating teleprompter to allow the talent to “read” the script smoothly. Familiar with the appropriate equipment and software.

Education Requirement: High School Diploma or equivalent.

Minimum Experience: 2 years experience as a teleprompter operator.

Basic Set Designer

Description: Responsible for the overall look of the set in a studio shoot. Works closely with the director and producer to determine the visual aspect of the production.

Education Requirement: Associates Degree or Technical School in related field.

Minimum Experience: 2 years experience as a basic set designer.

Make-Up & Stylist

Description: Expert in hair and make-up for on camera talent. Works with director, videographer and lighting director to ensure the talent’s best possible look.

Education Requirement: Associates Degree or Technical School in related field.

Minimum Experience: 2 years related experience.

Jib Operator

Description: Responsible for operating the jib arm during production.

Education Requirement: Associates Degree or Technical School in related field.

Minimum Experience: 3 years experience as a videographer and 2 years experience as jib operator.

CONTRACTOR INFORMATION

NO EXPERIENCE/EDUCATION REQUIRED

Insert Stage with Green Screen Backdrop

Description: 16’ x 18’ insert stage with green screen wall, small selection of backdrops. 1 key light, 1 fill light, 1 backlight, Mackie 1202 audio board, 1 Sony 14” Confidence Monitor.

One Man Video Crew with Equipment

Description: 1 videographer with 1 camera, 1 tripod and wired lavalier microphone.

Service Contract Act (SCA)

The Service Contract is not applicable to this contract and therefore does not include any SCA applicable labor categories.

Education/Experience Substitutions

Two years project related experience may be substituted for each year short of the required degree unless otherwise specified in the job description.

Degree

Associate’s Degree
Bachelor’s Degree
Master’s Degree
Doctorate

Experience Substitution

4 Years
Associate’s + 4 Years
Bachelor’s + 4 Years
Master’s + 4 Years

Substitution

4 Years
8 Years
12 Years
16 Years

CONTRACTOR INFORMATION

2. MAXIMUM ORDER*: \$1,000,000.00 per SIN *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100.00

4. GEOGRAPHIC COVERAGE: Domestic, 50 states, Washington, DC, Puerto Rico, US Territories and to a CONUS port or consolidation point for orders received from overseas activities

5. POINT(S) OF PRODUCTION: NA

6. DISCOUNT FROM LIST PRICES: GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied and the IFF has been added.

7. QUANTITY DISCOUNT(S): + 1% for orders equal to or greater than \$250,000.00 (applicable to direct labor only)

8. PROMPT PAYMENT TERMS: Net 30 Days

9.a Government Purchase Cards must be accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards are accepted above the micro-purchase threshold. Contact contractor for limit.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: As specified on task order and as mutually agreed upon.

11b. EXPEDITED DELIVERY: Contact Contractor's Representative

11c. OVERNIGHT AND 2-DAY DELIVERY: Contact the Contractor for rates.

11d. URGENT REQUIRMENTS: Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: Destination

13a. ORDERING ADDRESS:
NightGlass Media Group
4450 Peachtree Lakes Drive, Suite 100
Duluth, GA 30096-3090

13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3

14. PAYMENT ADDRESS: Same as contractor

15. WARRANTY PROVISION: N/A

16. EXPORT PACKING CHARGES: N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: (any thresholds above the micro-purchase level may be inserted by contractor)

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A

21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A

22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A

23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A

24a. ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. Section 508 Compliance for EIT: The EIT standards can be found at: www.Section508.gov.

25. DUNS NUMBER: 938396447

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: NightGlass Media Group, Inc. is actively registered in the CCR database.